

SECTION C — (3 × 10 = 30 marks)

Answer any **THREE** questions.

16. Rewrite the following sentences into passive voice:
- (a) The chef prepared a delicious meal.
 - (b) They will complete the project by Friday.
 - (c) The teacher teaches English grammar.
 - (d) The company launched a new product last week.
 - (e) The storm damaged the old building.
17. Discuss the significance of non-verbal communication.
18. Prepare a minutes of meeting for a college day celebration
19. Write an email to a bookseller ordering some books for your library.
20. Write a resume for the post of teaching assistant in a school. Invent details.
- _____

NOVEMBER/DECEMBER 2023

**23USEN14/23ISEN14 — ENGLISH AND
COMMUNICATION**

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer **ALL** questions.



1. Fill in the blank with suitable option:
The _____ dog chased the ball across the yard.
(Big/quickly/barked/happily)
2. Fill in the blank with suitable option:
She baked a _____ cake for her son's birthday.
(delicious/celebrating/chocolate/dance)
3. What is verbal communication?
4. What is non-verbal communication?
5. What is agenda?
6. What is the purpose of an agenda?

7. Write two salutations used in a formal letter.
8. Write two complimentary closures for an informal letter.
9. What is interview?
10. What is the objective for a resume?



SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Fill in the blanks with suitable form of the verb:
 - (i) She _____ (study) for her final exams all night.
 - (ii) By the time I arrived, they _____ (finish) their lunch.
 - (iii) We _____ (go) to the beach tomorrow if the weather is good.
 - (iv) They usually _____ (play) soccer every Saturday.
 - (v) Yesterday, he _____ (visit) the museum with his friends.

Or

- (b) Fill in the blanks with suitable form of the verb:
 - (i) I'll call you as soon as I _____ (get) home.

- (ii) By this time next year, I _____ (graduate) from college.
- (iii) My grandmother often _____ (tell) me stories from her youth.
- (iv) When the teacher entered the classroom, the students _____ (work) quietly.
- (v) We _____ (travel) to Paris next summer for our vacation.

12. (a) List some formal greeting expressions.

Or

- (b) List some informal greetings.

13. (a) Write an agenda for a sports day meeting.

Or

- (b) Write an agenda for an alumni meeting.

14. (a) How is date written in a formal letter?

Or

- (b) Give tips for report writing.

15. (a) Give tips for interview.

Or

- (b) Give tips for presentation skills.